

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Hubert H. Humphrey School of Public Affairs

130 Hubert H. Humphrey Center  
301-19th Avenue South  
Minneapolis, MN 55455

www.hhh.umn.edu

Legislative Fellow Position 1/31/11  
+ teach PAS990

February 1, 2011

Mr. Steven Sviggum (emplid - 3858169)  
42490 60<sup>th</sup> Ave.  
Kenyon, Minnesota 55946-3224

Email: [svigg004@umn.edu](mailto:svigg004@umn.edu)

Dear Steve,

The Center for the Study of Politics and Governance (CSPG) is pleased to offer you a change in your current appointment as a Lecturer (job code 9753).

We sincerely hope that the information presented below, is consistent with previous discussions you have had with Larry Jacobs, Director CSPG, and one that you will be able to accept.

Offer

1. We offer you a 53 percent time appointment as a Lecturer (job code 9753) with a working title of **Legislative Fellow**. This is an exempt A Term (12 month or less) Type K (annually renewable) Academic and Professional (P&A) position. This appointment will begin on Monday, January 31, 2011 and continues through the end of the fiscal year for 2012 or June 17, 2012. Subsequent appointments, if renewed, will be based on a fiscal year calendar.

2. Your annual base salary at 100 percent time will be \$150,000. At your 53% appointment, your annual payment will be \$80,000. For the 18 month period of this agreement, you will be paid \$120,000. If you are able to generate additional funding during this period, you may increase your appointment level and your payment proportionately.

The sources for funding for your position are:

- a. \$12,000 for teaching a Legislative course and internship in Spring 2011 and Spring 2012
- b. External funds that you have raised for your legislative fellow position

3. Your salary during the duration of the 2010 - 2011 salary year is subject to the 1.15% temporary pay reduction called for by the President of the University of Minnesota, in accordance with the academic salary memo. The end of this salary year is June 19, 2011.

4. You will report to Larry Jacobs, Professor and Director CSPG.

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per Greg

Driven to Discover<sup>SM</sup>

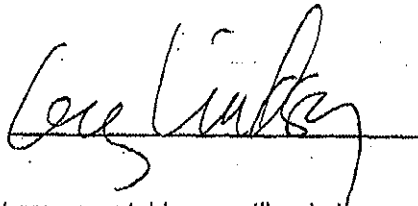
5. As a Legislative Fellow with CSPG, your responsibilities will include teaching, outreach, writing, and development.
  - a. Your teaching responsibilities will include:
    - i. Legislative course & internship (Spring 2011 and Spring 2012),
    - ii. Capstone facilitation and coordination with instructors of capstone classes to recruit legislative clients for students capstone projects (throughout the calendar year), and
    - iii. Assist with programming of the Policy Fellows (as required).
  - b. Your outreach responsibilities with CSPG will include:
    - i. Hosting at least four public forums at the Humphrey School with diverse political perspectives to contribute to non-partisan education and exchanges of ideas,
    - ii. Lecture at the State Legislative Leadership Foundation Programs in summer and fall, and
    - iii. Participation in other CSPG events as agreed upon with the Director of CSPG.
  - c. Your responsibilities with writing may include:
    - i. Opinion essays and editorials for newspapers and magazines on current political issues, and
    - ii. Drafting a book manuscript on the Ventura Administration, tentatively titled: *Believe It or Not: What I Saw With My Own Eyes and the Challenge of Governing in the States*
  - d. Your responsibilities for development will include coordination with Humphrey School development staff to raise funds for:
    - i. Renovation of the Humphrey Forum as a Civic Innovation Laboratory, and
    - ii. Your Legislative Fellow position.
6. All Academic and Professional administrative positions, including your position are reviewed for performance prior to the beginning of a new fiscal year and are renewable on an annual basis for the next fiscal year. Renewal of this position is contingent upon the availability of funds and on the acceptability of your performance. This will apply starting fiscal year 2013
7. Once accepted, this change will be listed on the electronic Notice of Appointment, accessible at <http://hrss.umn.edu> and the electronic notice should be consistent with the terms of this appointment letter. Policies governing P&A appointments are found at: <http://www1.umn.edu/ohr/policies/governing/manual/index.html>.
8. You are not eligible for benefits unless your appointment is 75% or higher.
9. According to University policy, you may engage in some professional outside consultation each year. If you plan to do so, there are forms that must be completed per the policy listed at: <http://www.policy.umn.edu/Policies/Operations/Compliance/OUTSIDECONSULTING.html>

Please confirm your acceptance of this change in your appointment by signing below and returning a copy of this letter to Avis Held, HR Consultant, 301 19<sup>th</sup> Ave. So., 152 HHH School, Minneapolis, MN 55455. If you have any questions please do not hesitate to call at 612-624-5260.

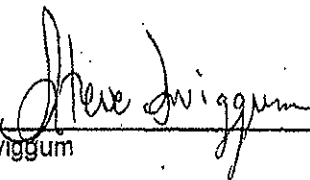
We look forward to your continued affiliation with the School.

Sincerely,

Greg Lindsey  
Interim Dean



The terms of this appointment are acceptable as outlined above.

  
Steven Sviggum

Feb 9<sup>th</sup>, 2011  
Date

cc: Larry Jacobs, CSPG Director  
Avis Held, HR Consultant  
Sharon Bicanich, Payroll Specialist  
Personnel File